

Rental Spaces

Green Road Community Center 4201 Green Road, Raleigh, NC 27604

*Gymnasium 1 (no air conditioning) - \$60.00 per hour (**After hours supervision fee is \$20.00 per hour**), max 299 people

*Gymnasium 2 (with air conditioning) - \$80.00 per hour (**After hours supervision fee is \$20.00 per hour**)

*Room 2 or Room 5 - \$35.00/hour (**After hours supervision fee is \$20.00 per hour**), max 25 people.

Volleyball Courts - \$15.00 per hour per court

*There is a **\$75 refundable security deposit**. This will be refunded after rental, assuming there are no damages and rental begins and ends on time. There are tables and chairs available for use. Green Road cannot guarantee these will all be available for your rental, due to potential multiple rentals on the same day.

*There is a **\$15 non-refundable application fee** that applies to all rentals excluding picnic shelters

Brentwood Neighborhood Center 3315 Vinson Place, Raleigh, NC 27604

Description: Kitchen, Bathroom, Meeting Room and Office space. Tables and chairs available for use.

PRICE: \$50.00 per hour – can hold up to 99 people for your event

*There is a **\$75 refundable security deposit**. This will be refunded after rental, assuming there are no damages and rental begins and ends on time.

*There is a **\$15 non-refundable application fee** that applies to all rentals excluding picnic shelters

Picnic Shelters & Open Space

Brentwood, Green Road, Spring Forest Road

Description: Grills available (may bring your own if you hand carry it and properly dispose of coals), electrical outlets (power is NOT guaranteed). Brentwood has 10 picnic tables, Spring Forest has 9 picnic tables and Green Road has 6 picnic tables.

PRICE: \$9.00 per hour

Spring Forest Road Park Open Space - 4203 Spring Forest Road, Raleigh, NC 27616

PRICE: \$20.00 per hour (picnic shelter is additional \$9.00 per hour)

*There is a **\$15 non-refundable application fee** that applies to all rentals excluding picnic shelters

Athletic Fields

Green Road, Spring Forest & Brentwood Ball Fields - Please call Athletics to reserve fields at 919-831-6836

PRICE: \$20 per hour without lights / \$45 per hour with lights.

*There is a **\$15 non-refundable application fee** that applies to all rentals excluding picnic shelters

To Rent Facilities and Shelters

1. Visit Green Road Community Center
2. Return rental reservation form (See reverse)
3. Rentals exceeding 100 people require an Assembly Permit. (Request form from staff)
4. Exact payment is due to confirm reservation. (Credit/Debit card, Check, Money Order or Cash accepted)

***Two (2) hour minimum on all rentals.**

***Set-up and clean-up time must be included in the rental time.**

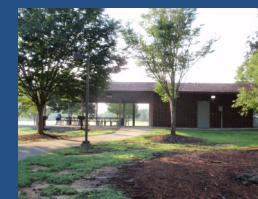
Green Road Center



Brentwood Center



Spring Forest Road Park



Rental Information Indoor / Outdoor

Green Road Community Center

4201 Green Road
Raleigh, NC 27604

Phone: 919-872-4140

Email: Jenny.Hood@raleighnc.gov

Website: parks.raleighnc.gov

Hours of Operation

Monday - Friday	10am - 9pm
Saturday	9am - 3pm
Sunday	1pm - 6pm

Raleigh Parks and Recreation Department General Rental Information Form



Renter's Name _____ Name of Organization (if applicable) _____
 Address _____ City _____ State _____ Zip _____
 Phone Number (h) _____ (c) _____ Email _____ Number Needed: Tables _____ Chairs _____ (Green Road & Brentwood Only)
 Date (s) of Use _____ Hours of Use - From _____ To _____ Park/Facility Requested _____ Room / Shelter Requested _____
 Number of persons attending _____ (Request Form 1 if over 100) Number under 18 years old _____ **Proposed use of Park/Facility** _____

- Will this rental be catered ? Yes (Request Form 2) / No
- Will this rental involve a competition, is it open to the public, or corporate family members (not to include family picnics) ? Yes (Request Form 3) / No
- Do you plan to sell food/merchandise or charge an admission/team registration fee ? Yes (Request Forms 3 & 4) / No
- Alcohol is **not** permitted at these locations.
- Is this rental for a Non-Profit Agency? If so, what is your non-profit number: _____

Office Use Only:	Given	Rec'd
-Catering Permit	_____	_____
-Assembly Permit	_____	_____
-Certificate of Insurance	_____	_____
-Vendor/Concession/ Admission Fee	_____	_____

I understand that approval of this request does not imply exclusive use of any park/facility by our group. I have read the accompanying documentation and certify that my group will abide by all. I understand that failure to follow these rules and any others imposed by the City for the good of the group and general public will automatically terminate this agreement. I understand that the rental rate is subject to review and change. The discharge of cooking grease or grease from other sources to the City's Sanitary Sewer is a violation of the City's Sewer ordinance (Raleigh City Code 8-2113(a)(14)). I understand that I am responsible for the safety and care of the facility and of the persons attending. I agree that the City of Raleigh retains the right to limit the use of or remove from the schedule any persons or group when it becomes necessary to do so for reasons of safety, maintenance or need for repairs. The Director of Parks and Recreation shall be responsible for decisions related to these requirements as needed.

REFUND POLICY: 100% refund/credit if Department cancels activity. 85% refund/credit of recoverable fees if patron cancels 14 calendar days or more in advance of first day of program/rental. 100% transfer of recoverable fees if patron requests a change 14 calendar days or more in advance of first day of program/rental. No refund/credit/transfer if patron cancels less than 14 calendar days in advance of the first day of the program/rental. Outdoor facility usage cancelled due to inclement weather may be rescheduled pending space availability. Refunds must be requested in writing.

Hold Harmless Agreement

In consideration for the grant by the City of permission for the use of said facility at special times and under special circumstances by persons sponsored by the undersigned, the undersigned hereby agrees: 1) to take all measures necessary to promote the safety of such persons in their use of the facility; 2) to hold harmless the City, its divisions and departments, and its officers, agents, employees, servants, and helpers, paid and volunteer, from and to indemnify them from all damages, losses, and expenses, including but not limited to attorney fees and investigation costs, sustained by them or any of them on account of any claim for loss, damage, or injury growing out of such use of said facility by any such person; 3) to provide the City with its insurer's certificate that a policy of Comprehensive General Liability insurance providing coverage with respect to the foregoing hold harmless and indemnification undertaking is and will continue to be in effect during the period of such permitted use with minimum limits of at least \$500,000 for bodily injury per person; \$1.0 million for bodily injury for aggregate liability; and \$500,000 for property damage each occurrence; and 4) to promptly notify the director of the City's Parks and Recreation Department and the insurer issuing the Comprehensive General Liability Insurance policy referred to above of any occurrence that might give rise to a claim for damages growing out of the use of said facility by any such person.

EQUAL OPPORTUNITY: The City of Raleigh Parks and Recreation Department does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment opportunities or the provision of service, programs or activities. A participant alleging discrimination on the basis of any of the aforementioned areas may file a complaint with either the Director of the Raleigh Parks and Recreation Department or the Office of Equal Opportunity, US Department of the Interior, Washington, D.C. 20240.

RELEASE AND INDEMNITY AGREEMENT

WHEREAS, the undersigned has requested the use of services, equipment, or facilities belonging to or under the auspices of the CITY OF RALEIGH, North Carolina, and do engage in activities for the executive benefit of the undersigned; and WHEREAS, the CITY OF RALEIGH does not wish to be liable for any damages arising from personal injury or property damage sustained thereby;

NOW, THEREFORE, In consideration of the mutual promises and other good and valuable consideration, the undersigned does hereby for himself, his heirs, executor, employers, successors or administrator, and personal representatives:

A. Assume full responsibility for any personal injury or any damage to his/her personal property which may occur directly or indirectly in the course of (fully describe the activity/rental and date of occurrence)-

B. Fully and forever release and discharge the CITY OF RALEIGH, its agents, officials, and employees, from any and all claims, demands, damages, rights or action, or causes of action, present or future, whether the same be known, anticipated or unanticipated, resulting from or arising out of the above described activity/rental.

C. Agree that it is the intent of the undersigned that this RELEASE AND INDEMNITY AGREEMENT shall be in full force and effect any time after the execution hereof.

Signature of Responsible Person (must be 18+ years old) _____ Date _____

Facility Supervisor or Designated Staff _____ Date _____

My initials in this box verify that I have read, understand and will abide by the information on this page, the general rules page and any site specific rules given to me on this date.

Initials of Renter _____ Date _____

For Office Use Only

Staff Initials: _____ Rental Amount: _____ Booking Fee: _____ Deposit: _____ Amount Paid: _____ Receipt # _____ Rental # _____
 Method of Payment: _____ Check #: _____ Cash _____ Visa _____ MasterCard _____ American Express _____ Money Order _____